

**Chapter IV
Procurement**

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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY, AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

State of California HOME Investment Partnership Program

NONDEBARMENT CERTIFICATION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160 – 19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
-
-

Organization

Name & Title of Authorized Representative

Signature

Date

INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction” “debarred”, “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the definitions and coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but it is not required to, check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transactions knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the DOL may pursue available remedies, including suspension and/or debarment.

PURCHASING PROCEDURES

PURCHASING PROCEDURE 1

SUBJECT: Purchase Requisition Preparation

GENERAL: The purchase requisition is the document used to inform the purchasing officer that goods or services are desired for the HOME Program. It is the basis for the preparation of a purchase order.

STEPS: Contractor's HOME Staff

1. Ensure that the item to be requisitioned is an eligible HOME expense.
2. Obtain blank copies of requisition (see Exhibit 1).
3. Indicate if the item is not available through a blanket purchase order.
4. Complete the requisition form by entering the following data:
 1. Department
 2. Accounting number
 3. Date wanted
 4. Current date
 5. Requisition number
 6. Quantity
 7. Description
 8. Unit price (if known)
 9. Total price
 10. Purpose of the order
 11. Delivery point
 12. Approvals: Contractor HOME Fiscal Coordinator
 13. Enter blanket purchase order number, if applicable. See Purchasing Procedures 4 and 7A following. Otherwise, purchase order number will be assigned by purchasing officer.
5. Deliver the requisition form to the accounting department so that a purchase order can be prepared.

EXHIBIT 1

Any City, USA

PURCHASE REQUISITION

DEPARTMENT _____ 1

DATE _____ 4

ACCOUNT NO. _____ 2

REQ. NO. _____ 5

DATE WANTED _____ 3

PURCHASE ORDER NO. _____ 13

QUANTITY	FULL DESCRIPTION OF REQUIRED PURCHASE	UNIT PRICE	TOTAL
6	7	8	9
PURPOSE FOR THIS ORDER: _____ 10			

SHIP PREPAID TO: _____ 11

Address:

The items listed above are a proper charge against the appropriation shown hereon and the services or materials are to be used exclusively for the purpose against which said items are charged.

Approved: _____ 12
Fiscal Coordinator
_____ 12

PURCHASING PROCEDURES 2 AND 3

SUBJECT: Review Requisition for Accuracy, Completeness and Availability of Funds

GENERAL: The purchase requisition is to be reviewed by the purchasing officer for accuracy and completeness and by accounting for availability of funds (see Exhibit 1).

STEPS: Purchasing Officer

1. Review the purchase requisition:
 - Ensure that the requisition number (5) is unique.
 - Double check the mathematics for accuracy.
 - Verify that the signature(s) of approval (12) are authorized officials of the department (1).
 - Verify that the items to be purchased (7) are covered by the blanket purchase order number (13), if applicable. If the items are not available, assign a purchase order number. For preparing a blanket purchase order, see Purchasing Procedure 4.
 - Review that the other boxes of the form are complete.
2. If the purchase requisition is not accurate or complete, return copies 2 and 3 to the responsible HOME staff.
3. If the purchase requisition is accurate and complete, forward the third copy of the requisition to accounting.

Accounting

4. Check the approved HOME budget to verify that money is available to pay for the purchase.
5. For fixed asset purchase requests, review the capital outlay budget to determine if the item was included.
6. Check outstanding purchase orders to verify that remaining budgeted monies are available for additional purchases.

PURCHASING PROCEDURE 4

SUBJECT: Blanket Purchase Order

GENERAL: Blanket purchase orders are used for the few merchants from whom many repetitive purchases are made, as supplies are required. Rather than issue a purchase order for each purchase, one purchase order is issued for a month, quarter or year to cover purchases for that period. The following steps describe how to prepare a blanket purchase order.

STEPS: Purchasing Officer

1. Determine by examining past purchasing records which items are needed in large enough numbers to be included in a blanket purchase order.
2. Prepare a description of the types and estimated quantities of items needed over a specified time frame.
3. Solicit bids from qualified local suppliers if there is more than one accessible supplier.
4. Evaluate bids for price and conformance to quality standards set forth in the invitation to bid.
5. Select the most advantageous qualified bid considering both price and conformance.
6. Place the order with the selected vendor by issuing a pre-numbered purchase order. In the description section, write:

"Term order, furnish items as requested by (governmental unit) employees when above purchase order number is referenced. Issue monthly statements supported by signed counter tickets. This order expires on _____, 20__."
7. Determine those employees in each department who will be authorized to make purchases under the blanket purchase order.
8. Inform authorized employees of the types of items covered by blanket purchase orders, vendor's name, purchase order number, and expiration date. Each authorized employee should obtain approval from the purchasing agent before making a purchase under the blanket purchase order.
9. Close the blanket purchase orders by writing "complete" in the copies maintained in accounting and informing affected employees.

PURCHASING PROCEDURE 5

SUBJECT: Informal Price Quotations

GENERAL: For purchase of items that, in aggregate, cost less than \$250, formal bid solicitation procedures are unnecessary. In such cases, the purchasing officer should obtain informal price quotations by telephone or face-to-face inquiry. Price quotations should be obtained from different vendors, if possible.

STEPS: Purchasing Officer

1. Upon receipt of purchase requisition from the HOME staff, the purchasing officer identifies vendors.
2. Telephone calls or personal inquiries are made to identified vendors.
3. The Informal Price Quotation Form shown in Exhibit 2 should be completed for each price quotation entering the following information. (Note: The form may be used to obtain multiple item quotations from the same vendors.)
 1. Requisition Number
 2. Purchase Order Number (after issuance)
 3. Department
 4. Date
 5. Item Descriptions
 6. Units of Measure
 7. Price Quotations
 8. Vendors' Names and Addresses
 9. Vendor Contact Person
 10. Discount Terms
 11. Delivery Date
 12. FOB Point
4. Issue purchase order to the most advantageous and qualified vendor.

EXHIBIT 2

INFORMAL PRICE QUOTATION FORM

Requisition No: _____ 1
 Purchase Order No: _____ 2
 Department: _____ 3

Date: _____ 4

Item Description	Unit of Measure	Quotation 1	Quotation 2	Quotation 3
1. 5	6	7	7	7
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Check box to the right of quotation if quotation is lowest responsible bidder.

Complete information below for successful bidders.

	Bidder 1	Bidder 2	Bidder 3
Vendor Name	8		
Vendor Address	8		
Vendor Contact	9		
Discount	10		
Delivery Date	11		
F.O.B. Point	12		

PURCHASING PROCEDURE 6

SUBJECT: Bid Solicitation and Selection of Vendor

GENERAL: For purchases of items that in aggregate are greater than \$100,000, bid solicitation is required. This dollar amount will vary by Contractor but minimum HOME standards must be met as contained in 24 CFR 86 and OMB Circular A-110. At least three competitive sealed bids should be obtained before contracting to purchase. Formal advertisements should be used. Emergency purchases are exempted from this requirement.

STEPS: Purchasing Officer

1. Recognize the need to obtain bids as dictated by statute and/or good business practice.
2. Determine if formal advertising is desirable or required. If so, place advertisement in appropriate newspapers. Be sure to include the advertisement in minority-outreaching newspapers. (Exhibit 3 is a sample of an Invitation to Bid.) Formal specifications should be prepared and made available to bidders.
3. Complete a Request for Quotation (see Exhibit 4), filling in the following information:
 1. Request for Quotation Number
 2. Date
 3. Date Quote Desired By
 4. Requisition Number
 5. Requisition Date
 6. Chargeable Account Number
 7. Three Vendor Names
 8. Item Desired
 9. Quantity
 10. Description
 11. Unit Price
 12. Amount
 13. Signature of Purchasing Officer

This form should be submitted to at least three selected vendors whether formal advertising (as in Step 2 above) has occurred or not.

4. Distribute copies to vendors.

5. File unopened sealed bids received together with original copy of Request for Quotation or Invitation to Bid.
6. On the designated date, remove the bids received from file.
7. If all vendors have not responded, call non-responding vendors and obtain telephone bids to be confirmed in writing. If one or more vendors decline to bid, then solicit bids from other vendors so as to obtain at least three bids, if possible.
8. When sufficient bids have been received from accessible dealers, open the bids and determine which vendor offers the item at the lowest price. Select the lowest and best bidder. Enter the reasons the vendor was selected on the original copy of the Request for Quotations (boxes 14 and 15, Exhibit 4).
9. Issue a purchase order to the successful bidder, with all spaces completed.

EXHIBIT 3

INVITATION TO BID

Sealed bids will be received at the office of the City Purchasing Officer, Board of Purchase, City Hall, Any City, up to 1:30 p.m., Thursday, December 26, 2000, at which time they will be opened for the following:

Specifications are available and on file at the office of the City Purchasing Officer, City Hall, Any City.

Bids must be on bid forms to be considered.

The City reserves the right to reject any and all bids and to waive formalities.

C. W. Stallings
Purchasing and Central Services
Administrator

Please insert the above ad in the Morning News on the following dates:

January 3,4,5,6,2001

Charge to:

5210-220

Publisher's affidavit requested.

EXHIBIT 4

ANY CITY

					REQUEST FOR QUOTATIONS	
					Number 1	Date 2
					The Above Number Must Appear on All Quotations & Related Correspondence THIS IS NOT AN ORDER	
Quote Not Later Than 3		Requisition No. 4		Date of Requisition 5		Chargeable Account # 6
VENDOR				ITEM	SUMMARY OF QUOTATIONS BY QUANTITY	
7				8	9	
Delivery Requirements		Delivery Promised		Terms		F.O.B.
ITEM	QUANTITY	DESCRIPTION		UNIT PRICE	AMOUNT	
8	9	10		11	12	
Purchasing Officer _____ 13						
Reason Order Placed with Successful Vendor 14 Lowest Price Quality Dest. Del'y Service Only Source Best Design					Other Reasons 15	

PURCHASING PROCEDURE 7

SUBJECT: Purchase Order Preparation and Distribution

GENERAL: The purchase order is used to initiate and control purchases. It should thus be completed and approved prior to making a purchase so that effective managerial control can be continually maintained. A purchase order (see Exhibit 5) shall be prepared by the purchasing officer based on informed price quotations for items less than \$100,000 (Purchasing Procedure 5) or bid solicitations for items greater than \$100,000. Refer to Purchasing Procedure 7A for individual procedures against blanket purchase orders. The purchasing officer will oversee bid solicitation and sign purchase orders.

STEPS: Purchasing Officer

1. Receive requisition from HOME staff.
2. Evaluate the need for item(s).
3. Receive verification from finance that funds are available to cover the purchase.
4. Obtain bids if required (see Purchasing Procedure 6).
5. Complete the purchase order (see Exhibit 5) as follows:
 - Enter the selected vendor's name and address.
 - Enter the date of the purchase order.
 - Enter the requisition number which corresponds to the purchase order.
 - Enter the desired date of delivery.
 - Enter the purchase order number.
 - Record the quantity of the items ordered.
 - Enter the description of the items ordered.
 - Record the unit price.
 - Record the amount of the order.
 - Enter the delivery address.
 - Enter F.O.B. terms.
 - Enter the terms of the purchase order.
 - Affix the signature of the purchasing officer.
6. Distribute the purchase order as follows:
 - Original to vendor
 - Copy retain in purchasing files
 - Copy to finance
 - Copy to CD department
 - Voucher Copy to vendor

EXHIBIT 5

PURCHASE ORDER

Bills are approved at City Council meetings on 2nd and 4th Monday of each month and must be rendered no later than the Monday preceding the meeting.

VENDOR ORIGINAL ADDRESS VOUCHER:
ANY CITY ATTN:Purchasing Officer
Any City

SHOW ORDER NO. ON ALL INVOICES, DELIVERY SLIPS, CASES, PACKAGES, ETC.

TO: 1 DATE 2 REQUISITION ORDER NO. 3
WANTED 4 PURCHASE ORDER NO. 5

Please furnish the following to Any City:

QUANTITY ORDER	DESCRIPTION	UNIT PRICE	AMOUNT
6	7 PLEASE SIGN ATTACHED VOUCHER AND RETRUN ONLY FOR PAYMENT	8	9

SHIP TO: 10

I M P O R T A N T

PURCHASES ARE VALID UNLESS COVERED BY THIS FORM SIGNED BY THE PURCHASING OFFICER. SUBMIT INVOICE ON ACCOMPANYING VOUCHER FORM, WHICH MUST BE SIGNED AND SWORN TO. ADDRESS ALL CORRESPONDENCE TO PURCHASING OFFICER.

SIGNED 13
Purchasing Officer

- A. Do not ship Railway Express.
- B. Please make deliveries between 8:30 a.m. and 4:00 p.m.
- C. Enclose shipping memo with each delivery.
- D. Do not make "COLLECT" shipments. Prepay cartage and include on bill.
- E. All goods received with NO subsequent privilege to inspect and return at vendor's expense if defective or not in compliance without specifications
- F. Purchase order number must appear on all invoices and packages.
- G. Make a separate invoice for each purchase order and enclose with our invoice voucher.
- H. The attached invoice voucher must be signed and returned before payment is made.

F.O.B. 11

TERMS 12

PURCHASING PROCEDURE 7A

SUBJECT: Individual Purchases Against Blanket Purchase Orders

GENERAL: Blanket purchase orders are placed with suppliers of repetitively purchased items. The purchasing officer should provide a list of vendors and items to be purchased from those vendors with a valid purchase order number. When requisitioning items against these purchase orders, cite the purchase order number on the requisitions.

An alternate procedure is provided below under which the Contractor's HOME staff may be given authority to issue purchase orders directly against blanket purchase orders. This approach reduces paperwork by eliminating the requisition step but reduces central control.

STEPS: Purchasing Officer

1. Receive requisition for purchase of items on blanket purchase order from HOME staff.
2. Prepare individual purchase order that conforms to terms of blanket purchase order.
3. Issue individual purchase order to vendor.
4. Maintain file on each blanket purchase order.
5. Inform HOME staff of all blanket purchase orders.
6. File all individual purchase orders and delivery tickets related to blanket purchase order.
7. Check invoices against all delivery tickets received against blanket purchase order.

Alternate Steps

1. Identify items to be purchased under blanket purchase orders.
2. Prepare purchase order and forward to vendor with copies to purchasing officer and finance as follows:
 - Original to vendor
 - Copy to purchasing
 - Copy to finance
 - Receiving Copy retained by HOME staff
 - Voucher Copy to vendor
3. Forward delivery tickets, invoices, etc., to accounting.

PURCHASING PROCEDURE 8

SUBJECT: Receiving

GENERAL: The purchasing officer will advise you of the delivery of goods. The receiving copy of the purchase order, the delivery ticket, or some other written verification should be sent to the HOME staff.

STEPS: HOME staff

1. Pull your department copy (receiving copy) of the purchase order when goods arrive.
2. Check the goods for condition and quantity.
3. Compare the goods to the receiving department copy of the purchase order.
4. If there are any problems with the shipment, contact the purchasing agent, who will resolve them with the vendor.
5. After examining the goods, sign and date the receiving report in boxes 1 and 2 (Exhibit 6). The rest of the receiving copy will be complete (see Exhibit 5) if the equipment completes the purchase order.
6. If there is no receiving report copy of the purchase order, no copy of the delivery ticket, or if the delivery does not complete the order, prepare receiving report which includes the following information:
 - Name of person or company making the shipment (not the carrier).
 - Location at which order was received.
 - Purchase order number.
 - Indicate if the receipt is for a partial shipment on a purchase order.
 - Any pertinent information which you wish to include.
 - Signature of person accepting shipment.
 - Date received.

EXHIBIT 6

Bills are approved at City Council meetings on 2nd and 4th Monday of each month and must be rendered no later than the Monday preceding the meeting.

RECEIVING COPY

SHOW ORDER NO. ON ALL INVOICES, DELIVERY SLIPS, CASES, PACKAGES, ETC.

TO: DATE 1 REQUISITION ORDER NO. 3
 WANTED 2 PURCHASE ORDER NO. 4
 APPROPR 5

Please furnish the following to Any City.

QUANTITY ORDER	DESCRIPTION	UNIT PRICE	AMOUNT

PURPOSE: _____

RECEIVED BY: _____ DATE: _____

Purchasing Officer

SHIP TO: _____

I M P O R T A N T

NO PURCHASES ARE VALID UNLESS COVERED BY THIS FORM SIGNED BY THE PURCHASING OFFICER. SUBMIT INVOICE ON THE ACCOMPANYING VOUCHER FORM, WHICH MUST BE SIGNED AND SWORN TO. ADDRESS ALL CORRESPONDENCE TO PURCHASING OFFICER.

SIGNED _____
 Purchasing Officer

PURCHASING PROCEDURE 9

SUBJECT: Processing Invoices for Payment

GENERAL: This procedure describes the process through which the individual documents verifying purchases and receipt of goods are brought together to assure valid payment. Appropriate files are also identified.

STEPS: HOME staff

1. Receive the purchase order copy from the purchasing department. Check to see that dollar limitations for purchases have not been exceeded and that appropriate approvals are included. File by vendor in the open purchase order file.
2. Obtain the receiving report (packing slip, delivery ticket, or signed purchase order copy) and compare quantities received with quantities ordered in purchase order. Attach to purchase requisition and purchase order copy.
3. Receive the vendor's invoice; and check extensions, price and quantity against purchase order and receiving report. Then attach to purchase requisition, purchase order copy and related receiving report.
4. Check against the HOME budget to ensure that funds are still available.
5. Verify that the expenditure was received by the program monitor(s).
6. File the purchase order copy, purchase requisition, receiving report and invoice by due date in the unpaid invoice file.
7. After obtaining approvals, re-file the receiving report with the corresponding invoice and support in the unpaid invoice file.
8. Prepare checks indicating on the check stub the account number and description of purchase.
9. Forward checks to appropriate officials for signing.

PURCHASING PROCEDURE 10

SUBJECT: Construction Contracts

GENERAL: Federal and State regulations require compliance with many provisions when hiring a construction contractor. The following steps present a suggested approach to assist you in meeting these requirements.

STEPS:

1. Secure applicable Federal wage decision from the State HOME Program and the applicable State wage rate decisions, if applicable, from the Department of Industrial Relations.
 - Complete HUD Form 1420 and DOL Form 308.
 - Submit the above completed forms to/at least 45 days before bid advertisements.
 - Review wage decision from the State HOME Program to determine if any additional classifications are necessary.
 - Contact the State HOME Program 10 days before bid solicitation opening to verify that the wage decision has not been changed. If changes have been made, you must include such changes in the bid documents.
2. Prepare HOME bid terms and conditions and contractor certifications to be included in all bid documents and construction contracts.
3. Include a contractor compliance certificate with Davis-Bacon and State certification of any relevant training or apprenticeship programs.
4. Consult Chapter IX for equal opportunity requirements.
5. Prepare Specifications. A city employee or outside architect or engineer will typically prepare the technical bid specifications. These specifications should provide complete and accurate descriptions of the specifications for materials, products and services to be provided or performed.
6. Prepare a written cost estimate of the proposed work, utilizing the bid specifications. This estimate can be done by either qualified in-house staff or outside consultants. It should serve as a basis for evaluating bids received and negotiating cost reductions.
7. Review of bid documents by your attorney which include the following:
 - Technical specifications
 - City and State requirements
 - HOME-related requirements

- Supplemental general conditions
 - Cost and pricing information
 - Method of payment
 - Advertisement for Bid
 - Bidder's information which delineates the method of bidding, bid evaluation, the basis of contract award
 - Equal opportunity, Section 3 and labor standards requirements
 - Contract form
 - Bid bond form
 - Performance bond form
 - Payment bond form
 - Contractor, Davis-Bacon and Equal Employment Opportunity Certification forms
8. Advertise. All construction bids must be solicited by public advertising. It is suggested that you publish your advertisements once a week for three weeks prior to bid opening in a newspaper of general circulation. Be sure to include the advertisement in minority-circulated newspapers. You may want to consider a longer advertising period for more complex projects to allow bidders more time to prepare their proposals. You should retain a copy of each advertisement on file.
9. Amendments to the bid documents, if any, must be sent to all bidders who were sent or obtained bid documents. Amendments cannot be issued within 72 hours of bid opening, or as prescribed by State law. If an amendment is required within 72 hours of bid opening, you may extend the bid opening date exactly one week.
10. Maintain bidders' log. You should maintain a log of bidders who were sent or obtained bid documents. All bids received during the bidding period should be logged with the name of bidder, and the time and date of receipt. You should secure the sealed bids in a safe place. No bid should be accepted if it is late.
11. Conduct a public bid opening. You should hold a public meeting to open bids. All bids should be read aloud during this meeting. Minutes of the meeting should be maintained which documents the following:
- Project
 - Time and date of the bid opening
 - Bidders and bid amount in order of opening

12. Review Bids. You should review all bids to determine if they are legally and technically responsive. Bidders must be evaluated as to their capacity to perform. You should consider the experience, past record of performance and capacity of the firm to perform within the stated time period as well as cost in making your decision. You have thirty (30) days from the date of bid opening to award the contract or reject all bids.
13. Verify contractor eligibility. In all cases, the Contractor must verify that the successful bidder and all construction contractors and subcontractors are not on the Federal list of ineligible contractors and that they possess a license that is current, active, and in good standing. See the Labor Standards chapter and the appropriate forms to use.
14. Verify that environmental clearance has been granted or is not applicable.
15. Award contract. The contract must be awarded to the lowest responsible bidder. If the contract is awarded to another bidder, a written statement documenting the reasons why the low bidder(s) was (were) not selected must be prepared. You should ensure that all compliance provisions and environmental clearances have been met before awarding the contract.
16. Send Notice of Contract Award to State HOME Program. Within 10 days of the contract award, you should send a Notice of Contract Award to your State HOME Program. This notice must include the following:
 - Name of project
 - Project location or address
 - Name, address and telephone number of contractor
 - Date of contract award
 - Contract amount
 - Estimated starting and completion dates
 - The number of the wage rate decision
 - The date and location of the pre-construction conference
17. Conduct a pre-construction conference. A pre-construction conference must be held by the Contractor to acquaint your construction contractor with Federal requirements such as EEO, Davis-Bacon and labor standards. You should also brief the construction contractor on how payments will be processed, what forms are to be used, how the Contractor HOME staff will monitor financial, program and contract compliance and the like. See Labor Standards chapter in this Manual.
18. Send a Notice to Proceed to your construction contractor. You should formally forward a Notice to Proceed to officially notify your contractor to start construction.

19. Send Notice of Start of Construction to the State HOME Program. This notice must specify the following:
 - Project name
 - Project address or location
 - Name of contractor
 - Date of award of contract
 - Date of construction start-up
 - Date of construction completion
 - Name of designated official responsible for compliance with labor standards and EEO provisions